

PCA - Process Nursing Facility Quarterly Rate Updates

Purpose: To update the provider's rate based on the quarterly case-mix index adjustment

Identification of Roles:

1. Accounting Assistant – process rate sheets and letters and mail to providers.
2. Senior Accountant – performs review of updated case mix rates and prepares budget analysis.
3. Manager – performs final review of rates and budget analysis.

Performance Standards:

A "rate sheet" shall be sent to each nursing facility on a quarterly basis based on the case mix index.

Path of Business Procedure:

- Step 1: Verify that case mix data has been imported into Iowa Medicaid Cost and Rate System (IMCARS). See operational procedure titled (NF Case Mix Indices for Rate Setting).
- Step 2: Verify that actual cost data received for new providers will be used to calculate rate.
- Step 3: Calculate the case-mix adjusted rates.
- Step 4: Perform review of rates.
- Step 5: Prepare budget analysis.
- Step 6: Perform final review of rates and budget analysis.
- Step 7: Send budget analysis to the Department of Human Services (DHS) via electronic mail.
- Step 8: Process annual rate sheets and letters using IMCARS and Microsoft Word.
- Step 9: Send rates to providers via mail.
- Step 10: Prepare System Action Memo (SAM) to update rates and effective dates into MMIS.
- Step 11: Submit limit updates to Core for updating Medicaid Management Information System (MMIS) parameter files as necessary.
- Step 12: Prepare cumulative rate listing and send to DHS via electronic mail.
- Step 13: Prepare Final Rate Summary for public use file and send to DHS via electronic mail.

Forms/Reports:

1. Quarterly Case-mix Adjusted Rate Sheet.
2. Provider Rate Letter.

3. Cumulative Rate Listing.
4. Final Rate Summary.
5. Quarterly Budget Projections

RFP References:

Section 6.7.1.2

Interfaces:

Medicaid Management Information System (MMIS)
IME Core Unit

Attachments:

Cumulative Rate Listing –

<http://www.ime.state.ia.us/Providers/Forms/NursingFacilityRates.html>